



Community Activities Specialist, S-0188-09

RAF Croughton

Vacancy Number: 422 ABS VA22 RPA 555486

Closes: 12 July 2022, 23:59

37.50 hours per week

£15.25 per hour

Main Purpose

The 422nd Air Base Squadron (ABS), Community Center (CAC) and Annex provides year –round recreational/leisure programs for active duty/retired military personnel, their dependents and civilian personnel as well as providing a Coffee Shop and Kitchen and Lounge service.

They are seeking someone who will manage the coffee shop and kitchen and lounge service, performing quality control, developing and maintaining standardized recipes and cost cards for open dining and special functions. You will be responsible for maintaining food and beverage controls, managing operating costs, tracks waste, developing and maintaining par levels and inventories. In addition, will consolidate and prepare daily purchase requirements for food, beverage and relate supplies, places orders and pick up items as needed as well as having oversight on routine care of kitchen and bar equipment to meet sanitation and health inspection standards.

You will also have supervisory control over employee's as well as planning, organizing, and directing the activities, programs, and events of the CAC and annex, ensuring compliance with legal and regulatory requirements and customer needs. This will include planning and scheduling work to promote a smooth flow for accomplishment, coordinating, planning and scheduling with other organizational managers and customers as appropriate. You will provide advice to supervisors of significant issues and problems related to work accomplishment and evaluate the effectiveness of ongoing programs, services and activities, making changes as necessary to effect continual improvement wherever possible. You will also accomplish after-action reports to ensure improvements are ongoing for future events as well as staying current on recreation industry trends to ensure a wide variety of programs are available for the population served. You will also represent 422 ABS with a variety of installation and functional area organizations through programming and events.

Knowledge and Experience Required

Applicants must demonstrate the following:

- Knowledge of the principles, practices and procedures used to develop and manage a full event program to include a high standard of organizational skills is desired.
- Knowledge of resources for recreational and entertainment agent/vendors equipment, games, supplies, and related materials.
- Knowledge of tools, methods, and techniques for assessing and analyzing the recreational needs of the community and the ability to apply the knowledge to improve community center programs and services.
- Knowledge of various methods, techniques, and procedures for publicizing recreation programs and activities through all available media (Facebook, 422 ABS website, flyers, brochures, social medial apps).
- Must have experience with budget, financial and other resource management practices and procedures in relation to meeting program goals and objectives.

Benefits

- 25 days Annual Leave + 8 US Federal Holidays (year to year carryover)
- Paid Sick Leave (year to year carryover)

- Pension Scheme
- Life Assurance Scheme
- Employee Assistance Program (EAP)
- Free On-Site Parking

Other Important Information

- Work Schedule: Position will be on an “as rostered” schedule. May be required to work evenings, weekends, and/or holidays. Overtime and/or emergency overtime may be required, but cannot be guaranteed and should not be expected.
- Position requires applicant to have a current valid Category B Driving License. ****Please could you provide a copy with your application form****
- Employee will be required to observe US Federal Holidays instead of UK Public Holidays.
- Position requires a pre-employment physical.
- Applicant will be required to obtain a Food Handlers certificate once they start work.
- May be required to travel away from normal duty station on military or commercial aircraft.
- May be assigned other duties not included in this position description, but that are appropriate to the grade and skill set of the incumbent.

Who Can Apply

Citizens of the U.K., Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK.

Applicants who have a minimum of five years consecutive residency in the UK are considered for this position; however, those who do not meet this criteria will be considered on a case-by-case basis. All successful applicants will require a security clearance.

Please note pre-appointment security clearance requirements may delay start date.

Proof of identification in the form of a photo ID will be required, for example a driving licence or current passport.

This position may have certain restrictions to US citizens due to the Status of Forces Agreement.

For additional information contact the LNDH team on 01638 544955.

How To Apply

Interested candidates must complete an application form obtainable from the Civilian Personnel Website; https://www.mildenhall.af.mil/Portals/9/documents/civ_pers/AFD-150724-024.pdf?ver=2016-04-28-085219-410. All applications, with relevant attachments and CV must be submitted via email to 100fss.fsmc6@us.af.mil and received prior to the closing date.

Equal Opportunity Employer

There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union.

